

Monday 9 December 1963  
10:00 A.M. Room 1 - E - 72

AKS Meeting

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AGENDA FOR AGENCY RECORDS MANAGEMENT OFFICERS MEETING

I. Opening Remarks

1. Good morning ladies and gentlemen. Welcome to this our fifth meeting of the year.
2. I want to particularly welcome those who are here for the first time-- either as Records Management Officers or other wise--you are welcome to come to any of our meetings.
3. Before proceeding with the principal topic of our meeting, there is an item of interest that  would like to bring to your attention.

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II. Today's Meeting

1. In our meeting today we will take another look at what is going on elsewhere in records management. In June, we had Don Simon tell us about the State Department program. Today we are going to hear about how records management is sold to top officials in AID.
2. Our speaker is Chief of Communications and records at AID. He has held this position for two years. During his Federal career he has held such other important assignments as -

Regional Chief Facilities Management - Internal Revenue Service - Phila.

Director Administrative Services Division - Wage Stabilization Board - D.C.  
and

Executive Director-Foreign Liquidation Commission - State Dept in China

3. I have known our guest today for about a year and a half - we met at the first Federal Records Management Officers Conference in April 1961 at the Washingtonian Motel. Since then I have kept in contact with Jack and observed the tremendous progress he has ~~xx~~ made in selling records management in the short time he has been with AID. In addition to his official duties Jack has been recognized for his keen interest in records management by being chosen the Chairman of the InterAgency Records Administration Conference for the 1963-1964 series of programs.

Ladies and Gentlemen I present to you my friend, John J. Shurman, Chief Communication and Records - AID - Kack.

III Questions - Answers

IV. Appreciation to Jack Shurman and Mrs. ~~McCarthy~~ McCarthy

V. ~~Next~~ Next meeting - January 22 - Speaker: Mr. Pomeranze.